

DEPARTMENT BUDGET REQUEST FOR NEW VEHICLE

Department: _____
Division: _____
Fiscal Year: _____

Fund Name	Fund #	Amount
General Revenue		
Federal		
Other		
Total		

Is this request in compliance with the State Vehicle Policy (SP-4) for new vehicle purchases?

_____ Yes _____ No

If no, please explain: _____

(See Fleet Management web site: <http://www.oa.mo.gov/gs/fm/index.htm>)

Year/Make/Model of vehicle requested: _____

Is this an expansion vehicle _____ or a replacement vehicle _____ ?

If replacement, indicate Year/Make/Model and VIN of vehicle to be disposed of.

What is the current odometer reading of the vehicle being replaced? _____

What were the annual miles driven during the last fiscal year? _____

From a policy perspective, why is a new/used vehicle being requested? For what purpose(s) will it be used? Provide additional information if necessary.

If this is an expansion vehicle request, what has changed programmatically and/or what new responsibilities require that such a request be made?